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23 January 1962

Preparation of New File Folders

1. In order to assist the Records Management Staff prepare folders for your proposed shelf filing, the Machine Section, Index Branch will make machine listings It would facilitate the preparation of the machine runs to have the following information:

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(a)

(b)

(c)

(d)

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2. Any other files that you feel that the folders labels could be prepared here we will try to have done if you will provide us with the necessary information.

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Records Administration Officer